



# WASHINGTON MILITARY DEPARTMENT POLICY

Security Policy 04-002-05

## INSTALLATION ACCESS AND ROADWAYS CONTROL

This policy supersedes all previous Washington Military Department (WMD) policies of the same or similar names or topics in existence prior to the effective date of this policy. This specifically includes WMD Administrative Services Policy 00-022-02, dated 15 October 2002.

1. PURPOSE: To establish a policy and provide guidance for access to and control of entry on Camp Murray.
2. APPLICABILITY: This policy applies to **all persons** entering the Camp Murray military installation.
3. REFERENCES:
  - a. Statutes, Regulations, and Related Policies/Procedures:
    - (1) Revised Code of Washington 38.08.090, Governor to Promulgate Rules
    - (2) Army Regulation 525-13, Military Operations -- Antiterrorism
    - (3) WAARNG Regulation 190-5, Vehicle Registration (see paragraph 8b (5))
    - (4) WMD Security Policy and/or Procedure 04-001-05, Installation Vehicle Registration
    - (5) Revised Code Of Washington Title 46.
  - b. Prescribed forms:
    - (1) MIL FORM 119-1, Vehicle Registration for Contractors, dated 1 May 1992
    - (2) MIL FORM 119-2, Temporary Registration, dated 1 May 92
    - (3) MIL FORM 119-3, American Lake Credit Union (ALCU) Vehicle Registration, dated 9 March 2001
    - (4) MIL FORM 120, Visitor Pass, dated 15 July 1995
    - (5) MIL FORM 406, Violation Notice
4. POLICY: Camp Murray is a controlled access military installation. The Adjutant General or his designee will determine the level of security necessary to maintain appropriate access to the Camp Murray installation.
5. RESPONSIBILITIES:
  - a. The Adjutant General (TAG):
    - (1) TAG is responsible for order and security of all facilities under his command, per RCW 38.08.090.
    - (2) TAG or WMD Division/Directorate Chiefs and/or Military Unit Commanders will identify persons requiring 24-hour access. The designated individuals will be issued appropriately keyed access cards by the WMD Security Manager. The special access cards will only be used when closed post conditions apply.

- (3) At the discretion of the TAG, the Camp Murray Installation Commander JFHQ (or the WNG Provost Marshal as his designee), a 100% identification check may be held at any time. The level of both vehicle and personal identification screening will also be in accordance with the current, applicable Force Protection Condition (FPCON) measures in effect for the installation at any given time as outlined in the installation's Anti-terrorism/Force Protection (AT/FP) Plan or as is otherwise directed by an appropriate military higher headquarters.

b. The Provost Marshal

- (1) The Washington National Guard Provost Marshal is responsible to oversee the development and execution of procedures relevant to this policy.
- (2) The Provost Marshal will consult with the WMD Security Manager and JOC AT/FP in devising and recommending Force Protections Conditions measures and RAMP initiatives to the Camp Murray Installation Commander. He is also delegated emergency measures based on the situation until such approval can be secured.

c. WMD Security Manager:

- (1) The Security Manager is responsible for managing installation access and security control in accordance with FPCON measures outlined in the installation's AT/FP plan, other Random Anti-terrorism Measures Program (RAMP) initiatives as approved by the Camp Murray Installation Commander, or as otherwise directed by the TAG.
- (2) The Security Manager is also responsible for directing and supervising the WMD Security Staff who are responsible for ensuring that only authorized vehicles and personnel are permitted access to Camp Murray and that motor vehicles entering the installation are properly licensed, insured, and registered.
- (3) Interpret and implement regulations pertaining to the registration of privately owned vehicles (POV) and WMD vehicles in order to direct, advise, and assist commanders, supervisors, and vehicle registrants in the registration of applicable vehicles.
- (4) Manage and maintain a vehicle registration program in accordance with TAG guidance, DOD, and local policy.
- (5) Recognized as the issuing authority for vehicle registration program. Designates specific personnel for issuance of decals and computer input and maintenance of the DoD Program.
- (6) Provide assistance for direction and information to individuals accessing the installation.

6. ACCESS:

a. Controlling Entry During Normal Working Day:

- (1) The Main Gate is manned 24/7. Between 2300 hours and 0500 hours the gate is closed and can be opened in accordance with guidance outlined in Section 6 of this policy.
- (2) The South Gate is open 0500 hours to 1900 hours during the week and on major Washington National Guard (WNG) drill weekends. The South Gate may be opened on weekends as directed by the Provost Marshal. TAG, Camp Murray Installation Commander, or Provost Marshal may order the South Gate be closed at other times as circumstances dictate.

b. Identification Checks:

- (1) When conducting a 100% identification check of vehicles and pedestrians attempting to access Camp Murray, unless otherwise directed by the TAG or Camp Murray Installation Commander JFHQ, all personnel will be required to produce the following documentation:
  - (a) valid Department of Defense (DoD) or WMD identification card, or



- (a) To leave Camp Murray during closed post conditions, vehicles will activate a trip pad opening the exit lane of the Main Gate.

NOTE: The gate operates in an inward direction. Drivers should allow adequate time for the gate to open prior to proceeding in the direction of the exit.

- (b) Depending on the security level, pedestrians will exit using the pedestrian gate at the Main Gate or be cleared to leave with the assistance of the WMD Security Staff.

e. Visitor Passes:

- (1) All visitors in vehicles will be issued passes to drive on Camp Murray if their vehicle does not already possess a valid DoD vehicle registration decal or temporary visitors pass issued from a DoD installation.
- (2) For pedestrian visitors without DoD identification, WMD Security Staff will notify sponsors and the sponsors will vouch for their guests. Guests will be directed from the front gate to their destination. Under heightened security measures pedestrians will be escorted by their sponsor.
- (2) The policy and procedures for obtaining a Camp Murray visitors pass are outlined in WMD Security Policy and/or Procedure 04-001-05 titled Installation Vehicle Registration.

f. Mass Guest/Special Events: When special events are being planned for Camp Murray facilities where there will be numerous guests arriving by vehicle, the following shall occur:

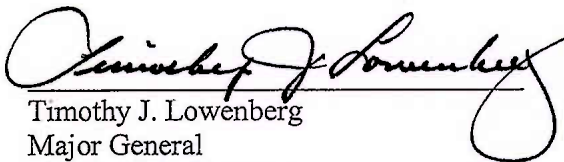
- (1) The WMD Security Section will be notified in writing by the event sponsor at least 72 hours prior to the event:
  - (a) Notification will include: date of event, location(s) of event, time of the event, estimated number of guests or visitors to Camp Murray, and a name and phone number for a Point of Contact (POC) for the event. The POC is the person who coordinates and will take responsibility for the actions of the event and it is the person WMD Security will contact if questions arise before, during or after the event.
  - (b) The POC **must be** a military (National Guard) member or civilian employee of Camp Murray.
- (2) Prior to a special event on Camp Murray, the event sponsor also shall provide to WMD Security a Guest List with the names of anticipated attendees for the event. This will facilitate more efficient guest access onto the installation.
- (3) The event sponsor may also coordinate with WMD Security in advance of the event to develop a distinctive, pre-made Vehicle Guest Pass specifically for use only during that Special Event.
  - (a) If approved for use during the Special Event, the Vehicle Event Guest Pass will be issued to an event guest who is in an unregistered vehicle in lieu of issuing them a standard short-term visitor pass. Guests will be required to return the Guest Pass when exiting the installation after the event is over.
  - (b) The event sponsor should also remind guests to have present in their vehicle the documents listed above (in paragraph 6b (2)) required prior to issuance of either a Camp Murray visitor pass or a distinctive Vehicle Guest Pass for the Special Event. When attempting to enter the installation, the vehicle operator will need to produce those required documents.

g. Media Representatives: In the spirit of promoting maximum media coverage and public exposure for the activities of the WMD and WNG, the Camp Murray installation is fully committed to

making every effort to allow and expedite access to Camp Murray by approved media representatives. To facilitate this process, the following guidelines will apply:

- (1) WMD/WNG Agencies Requesting Media Support:
  - (a) Agencies of the WMD/WNG requesting media presence on Camp Murray will coordinate their request through the WNG Public Affairs Office (PAO) to ensure that proper protocols are arranged and that the WNG leadership has been/is briefed.
  - (b) The requesting WMD/WNG agency will be prepared, based on guidance from the WNG PAO, to have available a media escort for the duration of the media's visit on Camp Murray.
- (2) WNG PAO:
  - (a) When coordinating with supporting media, the WNG PAO will also advise representatives of the supporting media that Camp Murray is a controlled access installation and that all media vehicles will be required to present the documents listed in paragraph 6b above in order to enter the installation. The PAO may delegate this duty to the requesting agency but one of them must ensure the requirement is communicated to the supporting media representative to ensure expeditious access to Camp Murray.
  - (b) The WNG PAO will make every effort to prior notify the WMD Security Manager or Shift Supervisor of all planned media visits to Camp Murray.
- (3) WMD Security Staff:
  - (a) Upon the arrival by a media representative at the Camp Murray installation access control point, the WMD Security Staff will contact the WNG PAO to notify them of the arrival to Camp Murray of the media representative and to request the presence of a PAO (or requesting agency) escort for the media.
  - (b) Once validated by the WNG PAO as an "approved" media visit, WMD Security Staff will verify that the media representatives possess the documentation specified in paragraph 6b (2) above.

This policy will be reviewed and updated as determined appropriate by the Provost Marshal, WMD Security Manager or the Camp Murray Installation Commander JFHQ (or his/her designee). The attached procedures outline the process and requirements for gaining access to the Camp Murray installation. The procedures are hereby incorporated as part of this policy.

  
Timothy J. Lowenberg  
Major General  
The Adjutant General  
Director, WMD

8 December 2005  
Date



# WASHINGTON MILITARY DEPARTMENT PROCEDURE

Security Procedure 04-002-05

## INSTALLATION ACCESS AND ROADWAYS CONTROL

This procedure supersedes all previous Washington Military Department (WMD) policies of the same or similar names or topics in existence prior to the effective date of this policy. This specifically includes WMD Administrative Services Procedure 00-022-02, dated 15 October 2002.

### 1. RESPONSIBILITIES:

- a. The Security Manager will ensure that adequate staff is available to provide enforcement of the installation access and roadway control policy and procedures.
- b. The Security Shift Supervisor will:
  - (1) Provide and supervise adequate on-shift Security staff to enforce the installation access and roadway control policy and procedures.
  - (2) Ensure that on-shift Security Officers are complying with all WMD Security Section SOPs.
  - (3) Provide backup to the on-shift Security Officers and assist them with their responsibilities when needed.
- c. The Security Guards will:
  - (1) Enforce the installation access and roadway control policy and procedures, as well as provide assistance with directions to installation facilities as required.
  - (2) Comply with any other established directives issued under WMD Security Section SOPs or as otherwise provided by their supervisors.

### 2. REGISTRATION/PASSES:

- a. Registered Vehicles:

Generally access will be granted to vehicles displaying a valid Department of Defense (DoD) or American Lake Credit Union (ALCU) decal. Identification credentials will be checked during applicable Force Protection Condition (FPCON) measures or other command-directed vehicle checks. Verification of a valid vehicle operator licensing, valid vehicle registration certificate, and valid insurance coverage will be as directed in separate instructions.
- b. Unregistered Vehicles:

Vehicles not displaying a valid DoD or ALCU decal will be stopped when attempting to access the Camp Murray installation. Operators of unregistered vehicles will be prepared to present verification of vehicle operator licensing, vehicle registration certificate, and valid insurance coverage. Without these documents, vehicle access will be denied.

  - (1) Visitors:



- (a) Visitors with business on the installation will be escorted by the sponsor or given one-day passes and directed from the front gate to their destination. Visitors will be issued a short-term visitor pass (MIL FORM 120).
- (b) Guests Attending Large-scale Special Events:

Visitors whose names appear on a Special Event Guest List that has been previously coordinated by the event's sponsor with WMD Security will be processed as normal visitors to Camp Murray if their vehicle does not otherwise possess a valid DoD vehicle registration, unless the event sponsor has previously coordinated with WMD Security to issue a distinctive, pre-made Event Vehicle Guest Pass specifically for use only during that Special Event.

  - (1) If a distinctive pre-made vehicle Guest Pass has been approved for the event, WMD Security staff may issue one to an event guest who is in an unregistered vehicle in lieu of issuing them a standard short-term visitor pass. Guests will be instructed to return the Guest Pass when exiting the installation after the event is over.
  - (2) When attempting to enter the installation, operators of unregistered vehicles will need to produce the three required documents listed in paragraph 6b (2) of the underlying WMD Installation Access Control Policy.
  - (3) If a situation arises whereby the vehicle of a visitor on the Guest List cannot be allowed access onto the installation due to a lack of the required documents, WMD Security staff should make every effort to contact the event sponsor so that alternate transportation from the gate to the event site can be arranged.
- (2) Washington National Guard (WNG) personnel and/or civilian employees:

Unregistered vehicles driven or owned by National Guard personnel and/or civilian employees and not displaying a DoD decal will be issued a visitor pass. Individuals requiring visitor passes will be directed to the WMD Security Office in Building 33 for registration Monday through Friday or during JFHQ-WA drill weekends between 0800 and 1630 hours.
- (3) American Lake Credit Union (ALCU) Members:

Unregistered vehicles driven by members of the ALCU who are not otherwise affiliated with the WNG or employed by the WMD will be issued a visitor pass. They will be instructed to apply for registration of their vehicle at the WMD Security Office in Building 33. Completion of MIL FORM 119-3 will be required.
- (4) Contractor Registration/Pass:

Contractors and commercial delivery vehicles will be issued a short-term visitor pass (MIL FORM 120), as applicable with this procedure.

  - (a) Long-term Pass:

A temporary contractor registration, good for the length of the contract, will be issued. Each contractor or delivery vehicle operator will be directed to the WMD Security Office in Building 33 to request temporary registration by completing MIL FORM 119-1.
  - (b) Short-term Pass:

Short-term or one time entry visitor passes will be issued for a specific period of time, but will not exceed 13 days. They will normally be issued at the main gate unless otherwise specified at another location.

- (5) **Rental Cars:**  
Personnel who have their regular vehicle being serviced and are provided a rental car for the period their vehicle is being repaired, shall be allowed to pass security with department picture identification. Operators of rental vehicles should present a copy of the rental agreement when attempting to access Camp Murray.
- (6) **Media Representatives:**  
In accordance with the guidelines established in the underlying WMD Installation Access Control Policy, WMD Security staff will first validate with the WNG PAO that a media visitor is approved to enter the installation and then they will verify that the media representatives possess the documentation specified in paragraph 6b (2) of the underlying WMD Policy.

c. **Pedestrians:**  
Pedestrians with valid DoD/Military Department identification will be allowed access to the installation. Depending on current installation security restrictions, other pedestrians with business on the installation will be escorted by the sponsor or directed from the front gate to their destination.

d. **Circumstances not Requiring a Pass:**

While the following circumstances do not require passes to be issued to the drivers, it should be noted that depending on the current Camp Murray installation security posture and the status of FPCON measures in effect, identification would still be required.

- (1) Taxis and other Forms of Commercial Transportation will be stopped and vehicle occupants identified. The driver will be required to check out with WMD Security Staff when leaving.
- (2) Commercial tow truck operators entering the installation will be stopped upon entry and their business logged on the Daily Log In/Out Sheet. Upon departing the installation, tow trucks are required to stop and provide vehicle information to WMD Security Staff in order to be logged off the installation.
- (3) Law enforcement personnel operating a police vehicle and/or in possession of police credentials normally will be allowed to proceed without a visitor pass.
- (4) Emergency vehicles, with sirens in operation, will be waved through after ascertaining the vehicle's destination and providing any assistance with directions to appropriate location.
- (5) Mail delivery vehicles normally will be allowed to enter unimpeded.
- (6) Government owned vehicles normally will be allowed to enter unimpeded.
- (7) Commercial delivery vehicles with scheduled pick-up and/or delivery appointments on the Camp Murray installation. However, **all** commercial delivery vehicles may be subject to inspection prior to entering the installation based on the status of current FPCON measures in effect.